

PROCUREMENT AND SUPPLY

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1. Procurement and Contractual Responsibilities

Statutory and regulatory authorities and limitations
Designation of procurement and contract officers
Budget clearances
Procurement procedures

2. Classes of Supplies and Services

Expendable Office Supplies
Non-Expendable Office Equipment
Communication Supplies and Equipment
Operation Supplies and Equipment
Medical Supplies and Equipment
Contractual Services
Maintenance and Repair Services
Reproduction and Printing Services

3. Storage, Issue, and Distribution

Maintenance of warehouse and stock room
Physical storage
Stock catalogs
Records maintained of acquisitions, transfers and issues.

4. Requisitioning Procedure

For office supplies and equipment
For forms and printed matter
Approvals and justification required for unusual items
For miscellaneous services and repairs

5. Records and Reports

Running inventory and stock record accounts
Record of receipt of property and supplies
Periodic reports to GAO on contracts
Special reports required

6. Procurement and Supply at Field Installations

Foreign Stations

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